

Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 19th July 2021

PRESENT: Councillor J Hubbard (Town Mayor)
Councillor C Goodhind (Deputy Town Mayor)
Councillor P Aves
Councillor S Crundell
Councillor C Houghton
Councillor S Mortimer

OFFICERS:	Linda Roberts	Town Clerk
	Miriam Zaccarelli	Community Development Officer
	Christine Hunter	Committee Clerk

PUBLIC PARTICIPATION: Two members of the public and one member of the press were present.

7/21 Election of Chair for the Meeting

It was **UNANIMOUSLY RESOLVED** that the Town Mayor, Councillor Hubbard, act as Chair for the meeting.

8/21 Apologies

Apologies for absence were received from Councillors Rabey, J Crundell and Forgacs.

Councillor Aves substituted for Councillor Forgacs, and Councillor S Crundell substituted for Councillor J Crundell.

9/21 Declarations of Interest

Councillor Mortimer declared a pecuniary interest in relation to the Melksham Community Meals grant application. Councillor Mortimer left the meeting voluntarily.

When it was up for debate the Town Mayor, Councillor Hubbard declared an interest in relation to the Red Circled Grants Agenda item No. 6.

10/21 Minutes

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED that the minutes of the Finance and Administration Committee meeting held on 8 March 2021, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor Hubbard.

11/21 Finances

.1 Monthly Financial Statement Year to Date at 31 May 2021

The monthly financial statement was noted.

.2 Earmarked Reserves Year to Date at 31 May 2021

The earmarked reserves year to date report was noted.

.3 Income and Expenditure Report Year to Date at 30 June 2021

The income and expenditure report was noted.

12/21 Grant Applications 2021/2022

The report of the Community Development Officer was noted.

The Town Mayor, Councillor Hubbard, confirmed that the grants for consideration were the first to use the new methodology for awarding small grants throughout the year. Many grant applications had been received but only 25% of the annual grant fund of £25,000 could be awarded each quarter. For each grant the Committee needed to decide whether to award the total amount requested, to defer the application to a later date, to partially award the grant or to sign-post the applicant to a more appropriate funding stream.

13/21 AFC Melksham Disabled Football Club grant of £250.00 - scored 19 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that as the grant request was for capital items (purchase of equipment) the AFC Melksham Disabled Football Club be asked to apply to the Area Board for funding.

14/21 Bowerhill Residents Action Group (BRAG) grant of £185.00 scored - 19 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that the amount of the grant request for £185 be awarded to the Bowerhill Residents Action Group (BRAG).

15/21 Chippenham and District Talking Newspapers (Melksham Edition) grant of £1,000.00 - scored 20 out of 20 in the criteria

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that 50% of the grant request (£500) be awarded to the Chippenham and District Talking Newspapers Group and that the Group be asked to apply to the Area Board's Health and Wellbeing fund for the remainder of the funding.

16/21 The Female of the Species grant of £729.20 - scored 10 out of 20 in the criteria

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that The Female of the Species group pay for the hire of the Assembly Hall but offer to them 25% of the bar takings, for the night of their concert.

17/21 Group Five grant of £1,000.00 - scored 18 out of 20 in the criteria

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that 25% of the grant request (£250) be awarded to Group Five and that the application be revisited at the next Finance, Administration and Performance meeting to be held on 20 September 2021.

18/21 Help Counselling Services grant of £300.00 - scored 19 out of 20 in the criteria

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that the amount of the grant request for £300 be awarded to Help Counselling Services.

19/21 Independent Living Centre grant of £1,500.00 - scored 20 out of 20 in the criteria

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED to ask the Independent Living Centre to apply to the Wiltshire Community Foundation for funding.

20/21 Melksham 60+ Club grant of £500.00 - scored 14 out of 20 in the criteria

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that 50% of the grant request (£250) be awarded to the Melksham 60+ Club and that the application be revisited at the next Finance, Administration and Performance meeting to be held on 20 September 2021.

21/21 Melksham Amateur Swimming Club grant of £680.00 - scored 18 out of 20 in the criteria

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED to ask Melksham Amateur Swimming Club to explore sports related funding and to contact Wiltshire Council for details of further funding opportunities.

22/21 Melksham Community Meals grant of £490.50 - scored 20 out of 20 in the criteria

Councillor Mortimer left the meeting at 9.06 pm.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that a third of the grant request (£163.50) be awarded to the Melksham Community Meals Group to cover the first of three events, and that the application be revisited at the next Finance, Administration and Performance Committee meeting to be held on 20 September 2021.

Councillor Mortimer re-joined the meeting at 9.12 pm.

23/21 Melksham Community Money Advice grant of £1,218.00 - scored 15 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that 50% of the grant request (£609) be awarded to Melksham Community Money Advice and that the Group be asked to apply to the Area Board to obtain match funding for the remainder.

24/21 Melksham Community Transport grant of £2,400.00 - scored 19 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that 50% of the grant request (£1,200) be awarded to Melksham Community Transport and that the Group be asked to apply to the Area Board's Health and Wellbeing fund to obtain match funding.

25/21 Melksham Goes Wild grant of £460.00 - scored 12 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that the amount of the grant request of £460 be awarded to the Melksham Goes Wild Group.

26/21 Melksham Town Youth Football Club grant of £2,500.00 - scored 17 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that £500 of the grant request be awarded to Melksham Town Youth Football Club and that the Club be asked to apply to the Area Board and for other sports related grants for the remainder.

27/21 Multiple Sclerosis Therapy (Wessex) Ltd grant of £500.00 - scored 19 out of 20 in the criteria.

It was proposed by Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED to ask the Multiple Sclerosis Therapy (Wessex) Ltd to apply to the Area Board's Health and Wellbeing fund for funding.

28/21 Proud Melksham grant of £750.00 - scored 12 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that the Proud Melksham Group application be revisited at the next Finance, Administration and Performance Committee

meeting to be held on 20 September 2021, as the criteria for having a bank account was not met.

29/21 West Wilts Model Car Club grant of £1,080.00 - scored 18 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED to ask West Wilts Model Car Club what has happened to the subscriptions paid before and during lockdown.

30/21 Wiltshire Bobby Van Trust grant of £500.00 - scored 19 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that the grant request of £500 be awarded to the Wiltshire Bobby Van Trust.

31/21 Wiltshire Mind grant of £1,400.00 - scored 18 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that the grant request of £1,400 be awarded to the Wiltshire Mind Group.

32/21 "Red Circled" Grants

The Town Mayor, Councillor Hubbard, suggested that the Committee consider including small grants applications, that had previously relied on Melksham Town Council grants for core funding, in the Red Circled Grants process.

Members considered asking the Red Circled Grant applicants to submit further information to supplement their current applications by the end of September 2021, to cover a further three-year period.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Houghton and

UNANIMOUSLY RESOLVED to forward a proposal to the Full Council meeting to be held on 27 September 2021 for a decision to agree Red Circled Grant Funding for four financial years and to ask the Red Circled grant applicants for additional information in connection with this.

33/21 Performance Monitoring

The Committee agreed to defer discussion regarding performance monitoring of the Council to a later meeting of the Finance, Administration and Performance Committee.

Meeting Closed at: 10.00 pm

Signed:

Dated: